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MEMORANDUM FOR THE RECORD

SUBJECT: DD/S&T Quarterly Review Format

1. It is proposed that the format and routine for the DD/S&T Quarterly Review be changed in the following manner for FY 71:

a. That summaries be prepared for each of the CPC elements in which actions are planned. This would be done preliminarily by the Planning Officer and reviewed in preparation for each session. Summaries would include the following:

- No (1) Function of element in Agency R&D Plan;
- Yes (2) Recent funding history of project;
- ? (3) Interrelationship with other offices - problem areas;
- No (4) Goals; Forecasts;
- ? Yes (5) Projected contract actions in each project; relationship;
- Yes (6) Anticipated project completion, if any;
- No (7) Tenor of this would be to set out proposed plan for the fiscal year and to track its progress.

b. It is recommended that the practice of having two Division Chiefs attend be continued. Past attendees have been

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Yes

Next attendees are recommended to be

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because of the Strategic Data Aids and other overlaps.

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may not be as relevant for these meetings since there are

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regular reviews of [] It comprises only two projects, although it rests on the whole technical program.

c. Where the DD/S&T requests more data in the meeting, it is proposed that the cheque data be used as backup, as before.

Yes However, the thought would be to elicit directions on a total project or element basis rather than to get into individual contractor peccadillos. Mr. Duckett would be able to exercise his more detailed technical prerogatives in this format if he so chose.

d. Under this scheme, a proposed Agenda would be forwarded to Mr. Duckett to review prior to the meeting. This would sketch out details to be marked up to indicate guidance and subject areas he wished to cover in advance. His input of the Agenda would commits him to it more clearly and we could sense any attention areas.

Yes e. About 2 hours would be required.

2. Following the review, it is proposed that the meeting notes be passed on to the Divisions verbally at Staff meetings. A typed copy of the notes would be circulated in D/ORD staff for later reference. It would be anticipated that several follow-up items would be pursued for individual review. This would be coordinated through the Comptroller/DD/S&T. The progress towards element objectives could be readily determined as the fiscal year advanced. The advantages of this are that a better overview of the complete Agency R&D Plan would be available for discussion. Further, the element approach should give a better avenue for DD/S&T direction.

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